



WASHINGTON
COURTS

Judicial Information System Committee (JISC)
Friday, October 28, 2022 (10:00 a.m. – 12:00 p.m.)

[Register in advance for this meeting:](#)

[October 28th JISC Meeting Registration Link](#)

Once registered, you will receive a confirmation email with details on how to join the meeting. Additional Zoom tips and instructions may be found in the meeting packet.

AGENDA

1.	Call to Order a. Introductions b. Approval of Minutes	Justice Barbara Madsen, Chair	10:00 – 10:10	Tab 1
2.	JIS Budget Update a. 21-23 Budget Update b. 23-25 Decision Packages Update	Mr. Chris Stanley, MSD Director	10:10 – 10:25	
3.	Reminder: Governance of IT Projects & the Role of the JISC	Ms. Vonnie Diseth, ISD Director	10:25 – 10:40	Tab 2
4.	JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction Case Management System (CLJ-CMS) a. Project Update b. QA Assessment Report	Mr. Garret Tanner, Project Manager Mr. Allen Mills, Bluecrane	10:40 – 11:00	Tab 3
5.	HB 1320/1901: Protection Order Document Sharing (PODS) for Judicial Officers (ITG 1344) Project Update	Mr. Sriram Jayarama, Acting ISD Enterprise Data Services Manager	11:00 – 11:20	Tab 4
6.	Committee Reports Data Dissemination Committee (DDC)	Judge John Hart, DDC Chair	11:20 – 11:35	Tab 5
7.	Meeting Wrap Up	Justice Barbara Madsen, Chair	11:35 – 11:40	
8.	Informational Materials a. Board for Judicial Administration (BJA) Meeting Minutes b. ITG Status Report			Tab 6

Persons with a disability, who require accommodation, should notify Anya Prozora at Anya.Prozora@courts.wa.gov to request or discuss accommodations. While notice 5 days prior to the event is preferred, every effort will be made to provide accommodations, as requested.

Future Meetings:

2022 – Schedule

December 2, 2022

October 28th Judicial Information System Committee (JISC) Meeting

- Please note that all audio has been muted; we ask that attendees only unmute when speaking.
- As a courtesy to our speakers and presenters, we ask that all JISC Members have their video feeds turned on for the duration of the meeting.
- Likewise, non-member presenters and speakers are asked to turn on their video only when speaking; please remember to turn off your video and mute yourself when finished speaking.
- Should you have a question, please utilize the ‘raise hand’ function in the ‘Reactions’ menu. Once finished, please remember to lower your hand.

JISC Zoom Meeting Instructions

When: October 28, 2022, 10:00 AM Pacific Time

Register in advance for this meeting:

[October 28th JISC Meeting Registration Link](#)

After registering, you will receive a confirmation email containing information about joining the meeting.

- In order to attend the Judicial Information System Committee (JISC) meeting you will be **required to register in advance.**
 - After registration you will receive an email with your options to attend the meeting.
 - You can attend via a computer, cellphone, or tablet
 - **All video should be disabled** except for JISC members, presenters and any other speakers ***(please do not turn on your video feed during the meeting unless you are speaking).***
 - You can use the audio from your laptop, cellphone and tablet or use the dial in numbers provided in the registration email
 - It is recommended you download the Zoom app for the best experience viewing the meeting materials
 - You do **not have to sign in to join the meeting – Click “not now” if prompted**
 - Once you have entered in the required information you will be placed on hold until admitted into the meeting.
1. **Attendance via laptop** – Using your laptop microphone and speakers
 - a. Click on “Click Here to Join”
 - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
 - c. Enter the meeting password from the registration email
 - d. Laptops will generally ask to test your computer audio and microphone.
 - e. Once you have confirmed your audio and microphone work you can close this window and wait for the meeting to start
 - f. Once you have been admitted to the meeting you can choose to join with your Computer Audio or Phone Call
 - g. Choose Computer Audio if your sound settings you tested worked
 - h. Choose Phone Call
 - i. Choose one of the numbers provide
 - j. When prompted enter the meeting ID
 - k. When prompted enter your **unique** participant ID
 - l. **IF** prompted enter the meeting password (you may not be prompted to do this)
 - m. Confirm you want to join with dial in rather than computer audio
 2. **Attendance via Desktop** (No computer audio) – Using the dial in conference number
 - a. Click on “Click Here to Join”
 - b. Click “Open Zoom” or Cancel and Click “join browser” at the bottom of the screen
 - c. Enter the meeting password from the registration email
 - d. Choose “Phone Call” if prompted on the next screen
 - e. Choose one of the numbers provide
 - f. When prompted enter the meeting ID
 - g. When prompted enter your **unique** participant ID
 - h. **IF** prompted enter the meeting password (you may not be prompted to do this)
 3. **Attendance via cellphone/tablet** – Download the Zoom app for IOS or Android

- a. Make note of the password prior to clicking on the link from your phone or tablet
 - b. Click on "Click Here to Join"
 - c. Choose Zoom if the app does not automatically open
 - d. Enter the meeting password
 - e. Wait to be admitted to the meeting
 - f. IF not prompted once admitted to the meeting Click "Join Audio" at the bottom of the screen and choose "Call via Device Audio" (IOS users may see a different set up choose "Call using Internet Audio" if given the option)
 - g. At the bottom of the screen you will have the option to unmute yourself
 - h. If you wish to view the meeting on your phone/tablet **only** and choose to use your cell phone for audio, then choose the dial in option for Android or IOS and follow the steps in **#2 d through h above**.
 - i. If the audio and other options disappear, tap the screen and they will be available to edit
- 4. Attend via Dial in only**
- a. Choose one of the Telephone numbers listed on your registration email
 - b. Enter the Meeting ID when prompted
 - c. Enter # at the next prompt (you will **not** have a Participant ID when attending via telephone only)
 - d. Enter the meeting Password when prompted
 - e. Wait to be admitted into the meeting

Below is a helpful YouTube tutorial on joining a Zoom Meeting.

<https://www.youtube.com/watch?v=hIkCmbvAHQQ&feature=youtu.be>

JUDICIAL INFORMATION SYSTEM COMMITTEE

August 26, 2022
10:00 a.m. to 12:00 p.m.
Online Zoom Meeting

Minutes

Members Present:

Justice Barbara A. Madsen, Chair
Judge Scott K. Ahlf
Judge Beth Andrus
Ms. Mindy Breiner
Mr. Joseph Brusic
Mr. Derek Byrne
Mr. Donald Graham
Judge John Hart, Vice-Chair
Judge Kathryn Loring
Mr. Frank Maiocco
Ms. Barb Miner
Chief Brad Moericke
Judge Robert Olson
Ms. Paulette Revoir
Mr. Dave Reynolds
Ms. Dawn Marie Rubio
Ms. Margaret Yetter

AOC Staff Present:

Mr. Kevin Ammons
Mr. Kevin Cottingham
Mr. Rob Eby
Mr. Arsenio Escudero
Mr. Sriram Jayarama
Mr. Mike Keeling
Mr. Dirk Marler
Ms. Anya Prozora
Mr. Chris Stanley
Mr. Garret Tanner
Ms. Jennifer Wagner

Guests Present:

Judge Patti Connolly Walker
Chief Justice Steven González
Commissioner Rick Leo
Mr. Allen Mills
Ms. Heidi Percy
Mr. Terry Price
Mr. Christopher Shambro
Judge Kimberly Walden

Call to Order, Approval of Meeting Minutes, Welcome to New JISC Member

Justice Barbara Madsen called the Judicial Information System Committee (JISC) meeting to order at 10:00 a.m. This meeting was held virtually on Zoom.

Justice Madsen asked if there were any changes or additions to be made to the June 2022 meeting minutes. Hearing none, the meeting minutes were approved as written.

The Committee welcomed Judge Beth Andrus, who was recently appointed to the JISC as a representative for the Court of Appeals. Judge Andrus replaces Judge Lisa Worswick who stepped down from her JISC position at the end of July.

JIS Budget Update, JIS 23-25 IT Decision Packages and Decision Point

Mr. Chris Stanley provided a brief 21-23 budget update. The prior fiscal year is in the process of being closed. The projected deficit will be approximately \$10 million at the end of the biennium. The projection will help inform the Legislature of the amount being asked for to bail out the account once the legislative session begins in January 2023.

Mr. Stanley then briefed the Committee on the JIS 23-25 IT Decision Packages. There are thirteen decision package requests amounting to a total request of \$45.1 million. The requests have been categorized into three themes: Maintain IT Systems & Funding Continuity (\$29.4 million), Right-Size Staffing (\$6.5 million), and Develop Projects to Fill Gaps in Service (\$9.3 million). He noted that he is

asking the Committee to approve the prioritization and the decision packages as a whole (rather than voting to approve each individual request). Mr. Stanley reviewed each of the thirteen requests, including the “top three” major priorities: fully funding Judicial Branch IT Infrastructure (JIS account bail out), continue funding for Data Quality Team, and develop an Enterprise Integration Platform.

Some clarifying discussion followed. Justice Madsen then asked if there was a motion to approve the budget request (inclusive of all presented decision packages).

Motion: Ms. Dawn Marie Rubio

I move that the JISC approve the 2023-2025 budget request as presented, with the understanding that the dollar amounts and narrative may change slightly as the final submission is finalized later in September.

Second: Judge Kathryn Loring

Voting in Favor: Judge Scott Ahlf, Judge Beth Andrus, Ms. Mindy Breiner, Mr. Joseph Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Judge Kathryn Loring, Justice Barbara Madsen, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Judge Robert Olson, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

The motion passed.

Decision Point: CLJ-CMS Project Steering Committee Charter Update

Judge Kimberly Walden shared with the JISC that the Courts of Limited Jurisdiction Case Management System (CLJ-CMS) Project Steering Committee has proposed a change to the committee charter. Over the past several years, the CLJ-CMS Project Steering Committee has been operating with a Chair and a Vice Chair to fill in when the Chair was unavailable. As part of the discussion at the August 2, 2022 CLJ-CMS Project Steering Committee meeting, the committee proposed formalizing having two co-equal Chairs, a Chair and a Co-Chair, one of which will be from the District & Municipal Court Judges' Association (DMCJA) and the other from the District and Municipal Court Management Association (DMCMA). This was proposed to balance the responsibilities of the Chair when the Chair is unavailable in order for meetings to proceed.

Justice Madsen then asked if there was a motion for approving this charter amendment.

Motion: Ms. Margaret Yetter

I move that the Courts of Limited Jurisdiction Case Management System Project Steering Committee Charter be amended to include two co-equal Chairs, a Chair and a Co-Chair (replacing all mentions of Vice Chair in the Charter with Co-Chair) in which one shall be from the District & Municipal Court Judges' Association and the other from the District & Municipal Court Management Association.

Second: Ms. Mindy Breiner

Voting in Favor: Judge Scott Ahlf, Judge Beth Andrus, Ms. Mindy Breiner, Mr. Joseph Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Judge Kathryn Loring, Justice Barbara Madsen, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Judge Robert Olson, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

The motion passed.

JIS Architecture & Strategy ITG Request 1340 – Enterprise Integration Platform & External API and Decision Point

Mr. Rob Eby gave a presentation on ITG Request 1340: the Enterprise Integration Platform and External Applications Programming Interface (API). ITG 1340 is part of AOC's long-term plan to securely allow third-party systems to integrate with JIS. When completed, the Enterprise Integration Platform and External API will be the method to allow third-party software to send data and receive data from JIS applications. ITG 1340 will consist of two components: the enterprise integration platform (to allow data to flow to and from applications like Enterprise Justice), and the external API (where third-party software "plugs in" to integrate with JIS applications). AOC teams are currently developing the requirements and architectural design for this project, a decision package has been submitted (part of the 23-25 IT Decision Packages), and the ITG request is ready for authorization from the JISC. Mr. Eby also noted that there is a related ITG request (ITG 1345 – Integration of OCourts into CLJ-CMS), which has been submitted by the DMCA and is currently going through AOC's ITG process. This request could serve as the first system to utilize the Integration Platform and External API.

Mr. Kevin Ammons added that once the integration platform and external API is built and operational, courts with third-party systems wishing to integrate will follow a process similar to the current onboarding process to integrate with the EDR, where systems will need to meet a set of standards, etc., in order to integrate.

Justice Madsen then asked if there was a motion to approve the ITG request and update the JISC IT Governance Priority List.

Motion: Ms. Barb Miner

I move that the JISC: a) approve IT Governance Request 1340 – Enterprise Integration Platform and External API.

Second: Ms. Margaret Yetter

Voting in Favor: Judge Scott Ahlf, Judge Beth Andrus, Ms. Mindy Breiner, Mr. Joseph Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Judge Kathryn Loring, Justice Barbara Madsen, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Judge Robert Olson, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

The motion passed.

Following the vote to approve ITG 1340, Mr. Ammons noted that the newly approved ITG 1340 will need to be added to the list of JISC ITG Strategic Priorities. The ITG previously in currently prioritized at #3 (ITG 270 - Allow MH-JDAT data accessed through BIT from Data Warehouse) was authorized by the JISC and added to this list prior to when the delegation authority to AOC was increased. With the delegation authority increase, only projects of \$1 million or greater are sent to the JISC for authorization. Projects below that threshold are authorized by AOC's Chief Information Officer (CIO) or the State Court Administrator (SCA), depending on the cost. ITG 270 is approximately \$100,000 and is a very small project by JISC standards. If the request was submitted today, the authorization would be at the CIO level. AOC is not asking that ITG 270 be deauthorized, but rather asking that it be managed at the level where current authorization would be, and that it be removed from the list of JISC ITG Strategic Priorities. AOC suggests that ITG 1340 be added to this list as the #3 priority, as the two projects before it are already in progress.

Justice Madsen then asked if there was a motion to update the JISC IT Governance Priority List with AOC's suggestions.

Motion: Mr. Donald Graham

I move that the JISC edit the JISC IT Governance Priority List to delete #3: ITG Request 270 – Allow MH-JDAT Data to be Accessed through BIT from the Data Warehouse and replace it with: ITG Request 1340 – Enterprise Integration Platform and External API.

Second: Ms. Dawn Marie Rubio

Voting in Favor: Judge Scott Ahlf, Judge Beth Andrus, Ms. Mindy Breiner, Mr. Joseph Brusic, Mr. Derek Byrne, Mr. Donald Graham, Judge John Hart, Judge Kathryn Loring, Justice Barbara Madsen, Mr. Frank Maiocco, Ms. Barb Miner, Chief Brad Moericke, Judge Robert Olson, Ms. Paulette Revoir, Mr. Dave Reynolds, Ms. Dawn Marie Rubio, Ms. Margaret Yetter

Opposed: None.

The motion passed.

JIS Priority Project #1 (ITG 102): Courts of Limited Jurisdiction – Case Management System (CLJ-CMS)

CLJ-CMS Project Update

Mr. Garret Tanner provided an update on the CLJ-CMS project. Mr. Tanner announced that the Pilot Court Go Live event scheduled for October 17, 2022, has been delayed. A new go live date has not yet been determined. The delay resulted from multiple factors, including: the continued impacts of the COVID-19 pandemic (which has also impacted recruitment), unique processes and development projects (e.g.: as Washington has a non-unified court system, CLJ courts may have different, unique processes that need to be taken into account when configuring the new CMS), and additional time needed to build and configure the data exchanges between Enterprise Justice and Enterprise

Supervision. Next steps include: completing Solution Validation (end-to-end testing) to ensure the system meets the needs of the CLJs, completing Data Exchanges with Justice Partners, and reviewing Go Live tasks and assumptions to identify a new date for Pilot Court Go Live.

Mr. Tanner provided details on Solution Validation status, recent eFiling and CMS activities, project outreach, and work in progress; he then highlighted updates to the Project Issues and Risks.

Quality Assurance Assessment Report

Mr. Allen Mills, with the project’s QA vendor Bluecrane, provided an overview of the July QA Assessment Report for the CLJ-CMS project. The full report can be found in the JISC meeting packet.

Data Dissemination Committee (DDC) Report

Judge John Hart stated that the Data Dissemination Committee did not meet this month, as there were no new agenda items.

Meeting Wrap Up & Adjournment

Justice Madsen adjourned the meeting at 12:08 p.m.

Next Meeting

The next meeting will be **October 28, 2022, via Zoom from 10:00 a.m. to 12:00 p.m.**

Action Items

	Action Items	Owner	Status

Project Governance Structure and Roles

Kevin Ammons

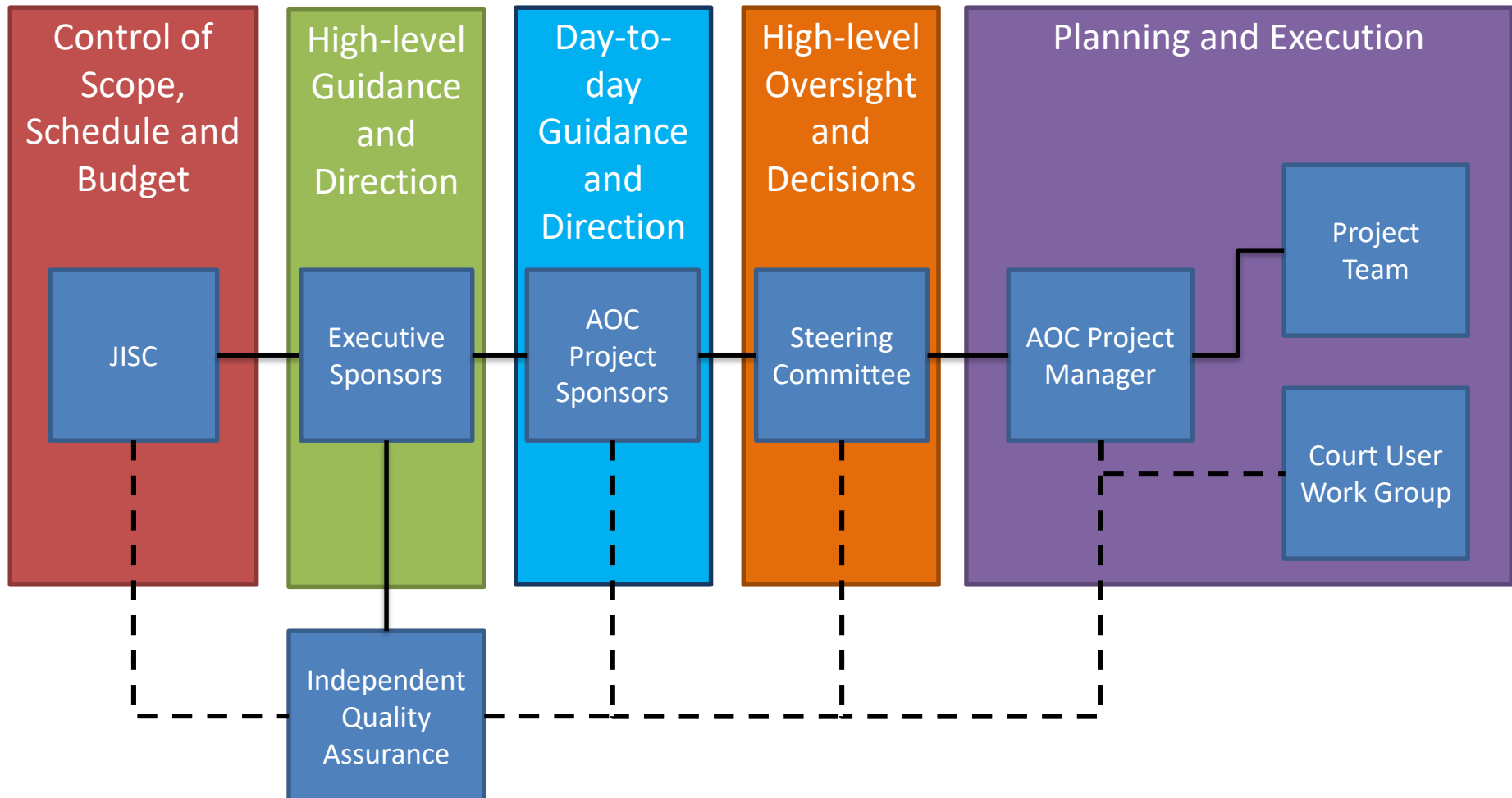
October 28, 2022

ITG Delegation Matrix

IT Governance Delegation Matrix								
Request Authorization Thresholds	Community of Interest	Discipline / Association	AOC	Court Level User Groups	AOC CIO	WA State Court Administrator	JISC	AOC
Meeting Frequency: As Required							Bi-Monthly	Monthly
Up to \$500,000	Initiate Request	Endorse and Validate Endorsement after Analysis	Analyze	Recommend Approval and Prioritize within the respective CLUG	Authorize	No Action Required →		Schedule
Up to \$1,000,000					No Action Rqrd →	Authorize	No Action Rqrd →	Schedule
Over \$1,000,000					No Action Required →		Authorize & Prioritize	Schedule

- NOTES:
- 1) AOC schedules all work based on prioritization, resource availability and legislative mandate.
 - 2) AOC required maintenance and legislative mandates are managed by AOC.
 - 3) Threshold amounts include AOC hours.

JIS IT Project Governance



Project Governance Roles

JISC

- Governs the overall project budget, scope, and schedule and approves changes to these items
- Receives update reports from Project Manager and QA assessment from the Independent QA at each meeting

Executive Sponsors

- Justice Barbara Madsen, the Chair of the JISC, and Dawn Marie Rubio, the AOC State Court Administrator, are two Executive Project Sponsors
- Provides high-level project oversight, guidance, direction, and resolves issues, as needed



Project Governance Roles (cont.)

AOC Project Sponsors

- Provides day-to-day project guidance, direction, and issue resolution, as needed
- Represents both the business side (Director of CSD) and the technology side (Director/CIO of ISD) of AOC
- Ensures that the project meets the business needs of the courts



Project Governance Roles (cont.)

Steering Committee

- Provides high-level project oversight, direction, and decision making in all phases of the project
- Key governance body that monitors the project to ensure that the schedule is achieved, and business interests are being met

AOC Project Manager

- Responsible to manage all aspects of the project toward achieving all goals and objectives



Project Governance Roles (cont.)

Court User Work Group (CUWG)

- Provides direction and makes decisions regarding the functional business requirements for the new system
- Works closely with the project team to ensure the system meets the business needs of the courts

External Independent Quality Assurance

- Examines project processes and controls to determine their effectiveness
- Advises on areas for improvement or efficiency
- Reports to Executive Sponsors on performance of the project and adherence to established processes

Courts of Limited Jurisdiction Case Management System (CLJ-CMS)

Project Update

Garret Tanner
CLJ-CMS Project Manager

October 28, 2022

Project Scope

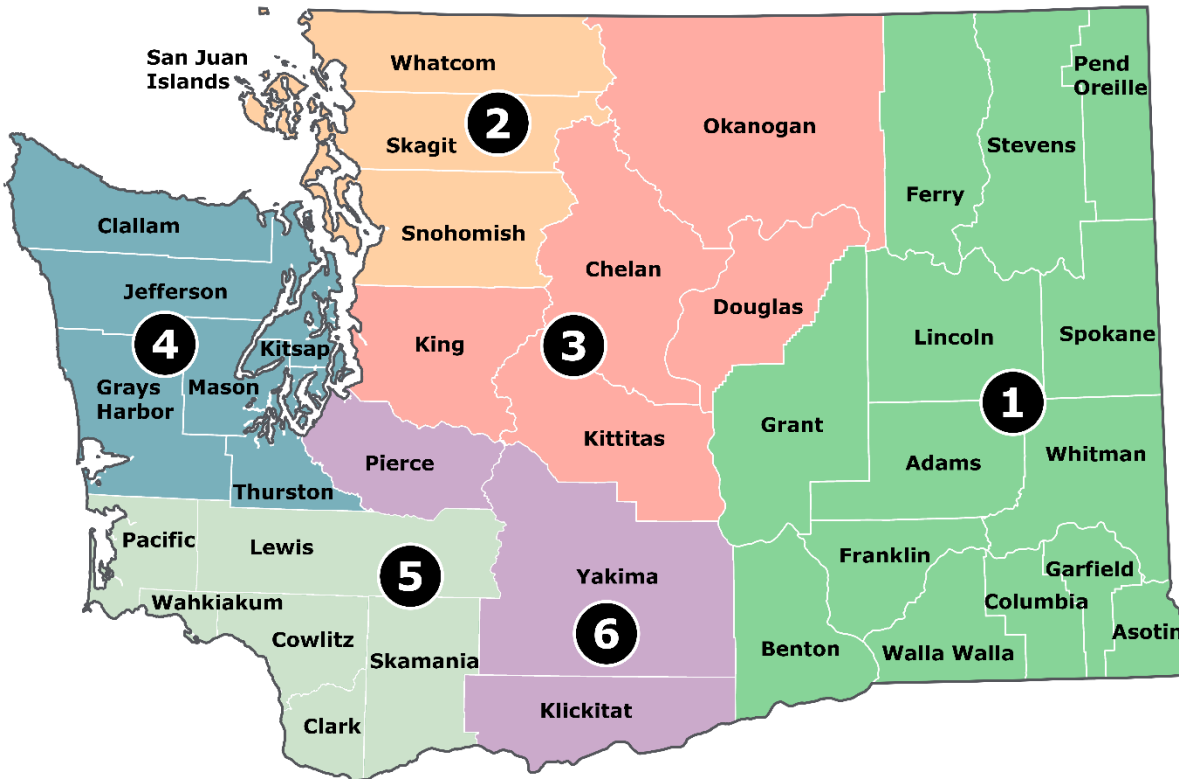
Three components:

- ❖ eFile & Serve (Odyssey File & Serve)
- ❖ Enterprise Justice (Odyssey)
- ❖ Enterprise Supervision (Tyler Supervision)

Go Live Delay

- **Pilot Courts Go Live event delayed from October 17, 2022**
- **Next Steps:**
 - ❖ Complete Solution Validation (end-to-end test) to ensure the system meets the needs of CLJs
 - ❖ Complete Data Exchanges with Justice Partners
 - Enterprise Data Repository
 - DOL / Person Lookup
 - eCitation & VRV
 - Etc.
 - ❖ Review Go Live tasks and assumptions to identify a new date for Pilot Court Go Live

Project Timeline



Counties by Phase

Pilot Courts
Pierce District, Tacoma Municipal,
Gig Harbor Municipal, Fircrest/Ruston Municipal

Phase 1
Eastern Washington - Adams, Asotin, Benton, Columbia, Ferry, Franklin, Garfield, Grant, Lincoln, Pend Oreille, Spokane, Stevens, Walla Walla, and Whitman

Phase 2
North Washington - Island, San Juan, Skagit, Snohomish, and Whatcom

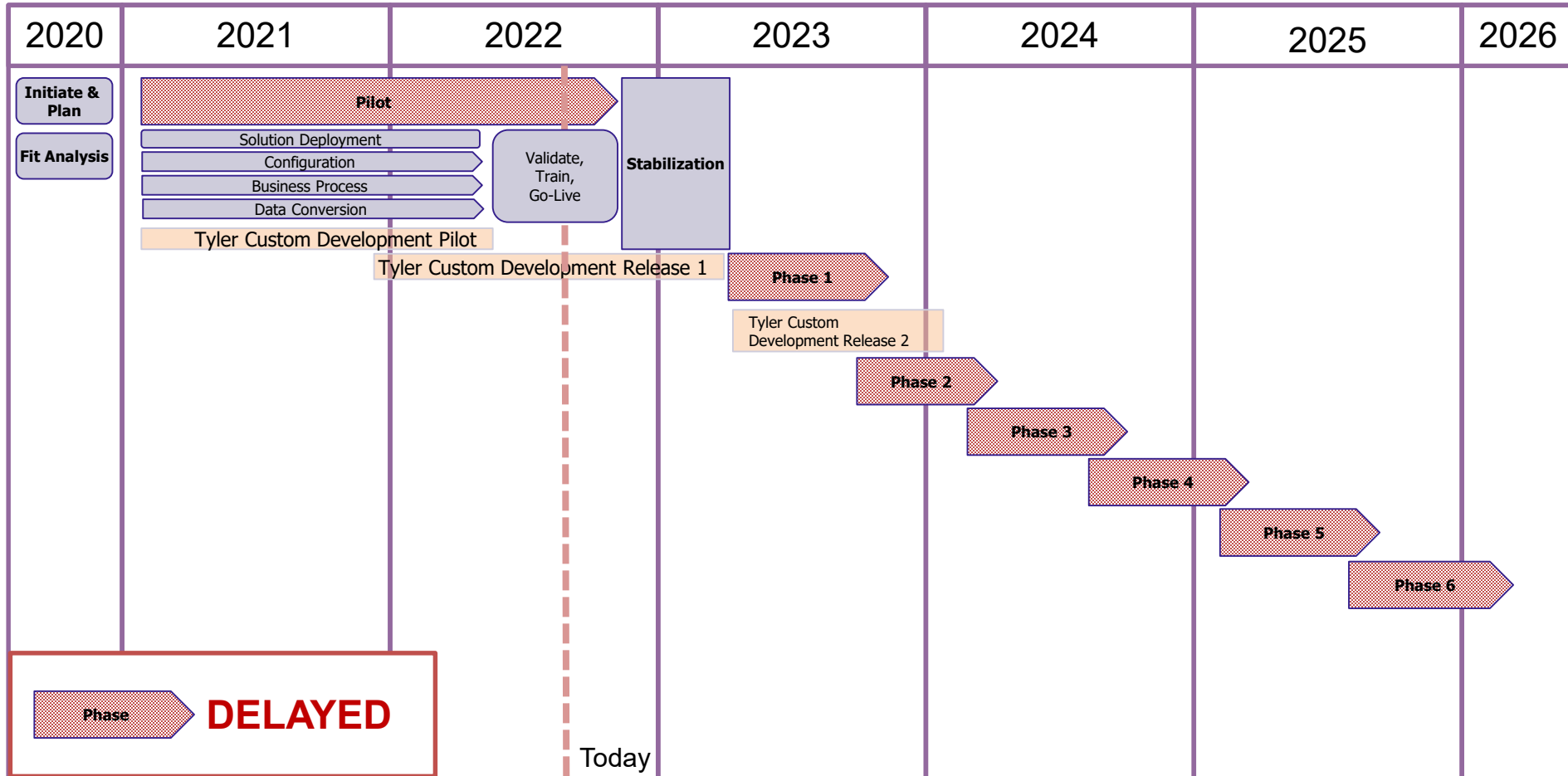
Phase 3
North Central Washington - Chelan, Douglas, King, King Municipals, Kittitas, and Okanogan

Phase 4
Western Washington - Clallam, Grays Harbor, Jefferson, Kitsap, Mason, and Thurston

Phase 5
Southwest Washington - Clark, Cowlitz, Lewis, Pacific, Skamania, and Wahkiakum

Phase 6
South Central Washington - Klickitat, remainder of Pierce Municipals, and Yakima

Project Timeline



Solution Validation Status

Focus Area	Status	Risk to Timeline
eFile & Serve	Ready	Low Risk
Development Enterprise Justice	Testing	Medium Risk
Development Enterprise Supervision	Testing	High Risk
Configuration Enterprise Justice	Testing	
Configuration Supervision	Awaiting Fixes	
Data Conversion Enterprise Justice	Ready	
Data Conversion Enterprise Supervision	Awaiting Fixes	
Data Exchanges (EDR)	Testing	
Data Exchanges (Other)	In Development	
Enterprise Justice Financials	Ready	
Enterprise Justice Reporting	In Development	
Enterprise Supervision Reporting	Testing	
Pilot Court Readiness	Ready	

Recent eFiling Activity

- ✓ eFile testing for all Pilot Courts
- ❖ eFile marketing website and updates underway

Recent CMS Activity

- ❖ Pilot Courts building forms for local use
- ✓ Data Push 6 Completed
- ❖ Data Review 6 Underway
- ❖ Preparations for Data Push 7
 - Expected at start of Solution Validation

Project Outreach

- ❖ Continue project outreach and promotion
- ❖ Continue working with Pilot Courts on internal communications
- ✓ Attended October Misdemeanant Probation Association (MPA) Conference



Work in Progress

- ❖ Continue working Solution Validation “punch list”
- ❖ Continue testing Pilot Development from Tyler Technologies
 - ✓ eFile
 - Enterprise Justice
 - Enterprise Supervision

Project Issues – October 2022

Active Issues	
Issue	Mitigation
Pilot Go Live – Delaying Pilot Go Live will impact future Phases.	(August 26, 2022) Tyler / AOC working and estimating remaining “go live” for post-Solution Validation.
Solution Validation (Pilot) – Delaying Solution Validation will delay Pilot Go Live and beyond.	(October 4, 2022) CLJ-CMS and Tyler Technologies meeting regularly to review and refine outstanding deliverables and tasks.
Local Rule – In order for eFiling to be mandatory courts need to enact a local rule. Some courts could choose not to enact the rule or make eFiling mandatory.	(April 5, 2022) DMCJA is championing a Statewide rule for mandatory eFiling. Pilot Courts will need to enact a local rule in the meantime.
Enterprise Justice version to be used (Pilot) – In November 2021, Tyler determined that Enterprise Justice 2019 would not be compatible with some of the mandatory requirements.	(February 1, 2022) In January the vendor formally recommend Enterprise Justice version 2022.1 be used for Pilot Court Go-Live. Version 2022.1 has been installed on our Development environment and is currently being reviewed by our Quality Assurance and Business Analyst teams.

Project Issues – October 2022

Active Issues

Issue	Mitigation
<p>Enterprise Supervision/Enterprise Justice Integrations – The two products are not yet seamlessly integrated.</p>	<p>(May 25, 2022) Tyler Technologies provided a demo of “Alliance” project showing data exchange between Enterprise Justice and Enterprise Supervision. A lot of configuration still needs to be done, and this will not be completed for Solution Validation.</p>
<p>Staffing / Hiring – CLJ-CMS has been unable to fill several key positions. As of October 2022, CLJ-CMS has 9 project positions open. If these positions are not filled there may be impacts to the schedule.</p>	<p>(October 1, 2022) Three new hires in September. Eight pre-Pilot vacancies remain. Additional AOC resources have been re-assigned to CLJ-CMS.</p>

Project Risks – October 2022

Total Project Risks			
Low Probability	Moderate Probability	High Probability	Closed
1	2	3	18
High Risks Status			
Risk	Probability/Impact	Mitigation	
Court IT Constraints – When court users experience technical difficulties IT support is not as readily available as if the user was working in the office.	Closed	(October 4, 2022) This risk has proven to be sufficiently mitigated for Pilot Courts. It will be Closed and removed.	
Equipment Funding – Additional funds may be needed to assist some courts with the local equipment purchases.	Moderate/Moderate	(September 22, 2020) If the CLJ-CMS project uses a similar funding model to the SC-CMS, then there are additional complexities to consider. There are significantly more CLJ courts which adds to the need.	

Project Risks – October 2022

High Risks Status		
Risk	Probability/Impact	Mitigation
Enterprise Supervision – Tyler has not done a statewide implementation of their new Supervision module. Previous implementations have always been with individual probation departments.	High/Major	(February 17, 2021) AOC PM and Tyler PM are working closely to best align the process for a statewide implementation vs. an individual one.
Third Party Integrations – Some courts have local systems that they would like integrated with Enterprise Justice.	High/High	(August 26, 2022) JISC has approved ITG 1340 to build an enterprise integration platform pending funding. ITG 1345 has been approved by CIO pending ITG 1340 funding.
Enterprise Justice version to be used (Phase 1) – In November 2021, Tyler determined that Enterprise Justice 2019 would not be compatible with some of the mandatory requirements.	High/High	(May 31, 2022) Upgrade to version 2023.x ahead of Phase 1 needs to be analyzed and planned for.

Project Risks – October 2022

High Risks Status		
Risk	Probability/Impact	Mitigation
<p>Performance Issues – It is possible that users will feel that Enterprise Justice works less efficiently than the legacy system due to changing processes and procedures.</p>	Moderate/Moderate	<p>(August 1, 2022) Performance of version 2022.1.x is improved over 2019.x. Concerns that the system will be slower than Legacy systems are still present and will be addressed with training and change management activities. CLJ-CMS benchmark testing scheduled.</p>
<p>Efficiency Concerns – It is expected that some users will be experience short-term reduced efficiencies when compared against legacy systems.</p>	Moderate/Moderate	<p>(May 17, 2022) It is well documented that it is common to experience a short-term efficiency slump when introducing new systems or business processes. Concerns that working in the new system will be slower than legacy systems are still present and will be addressed through training and change management activities.</p>

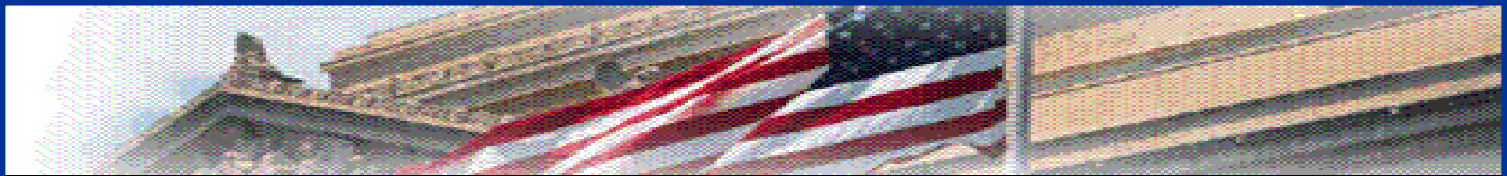
Next Steps

Milestone	Date
Begin Solution Validation	TBD
Go-live Pilot courts	TBD

Independent Quality Assurance Update



Mr. Allen Mills
Bluecrane, Inc.



bluecrane

Management Consulting

for

***State and Local
Governments***

Quality Assurance

Executive Advisement

Project Oversight

Project Management

***Independent Verification and
Validation (IV&V)***

Risk Reduction

Quality Assurance Assessment

for the

State of Washington

Administrative Office of the Courts (AOC)

CLJ-CMS Project

September 2022

Prepared by

Bluecrane, Inc.



bluecrane ®



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310-793-0000

September 30, 2022

Honorable Barbara Madsen, Justice
Washington Supreme Court

Ms. Dawn Marie Rubio
Administrator, Administrative Office of the Courts

Dear Justice Madsen and Ms. Rubio:

bluecrane has completed its Quality Assurance Assessment of the CLJ-CMS Project for the month of September 2022.

This document is structured as follows:

1. Executive Summary and Assessment Dashboard.
2. A detailed report of our CLJ-CMS assessment for the current reporting period.
3. An explanation of our approach for those readers that have not seen one of our assessments previously.

Please contact me with any questions or comments.

Sincerely,

Allen Mills



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Introductory Note on Project Structure

The Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project consists of three primary areas of activity, namely:

- eFiling
- Case Management
- Supervision

These three high-level “workstreams” or “sub-projects” ultimately combine to deliver an integrated solution for participating district and municipal courts (and some other entities such as violations bureaus). However, work in each sub-project is being planned and conducted as a separate activity with a keen awareness of interdependencies and the interrelationships that will eventually come into play. For these reasons, much of our risk analysis will assess the three sub-projects individually. For consistency in terminology, we will reserve the term “CLJ-CMS” to refer to the three combined sub-projects and use the terms “eFiling,” “Supervision,” and “Case Management” to refer to the individual efforts.



1. Executive Summary

1.1 Executive Overview

This report provides the September 2022 Quality Assurance (QA) assessment by Bluecrane, Inc. ("*bluecrane*") for the Washington State Administrative Office of the Courts (AOC) Courts of Limited Jurisdiction – Case Management System (CLJ-CMS) Project.

While our assessment of schedule remains "red" because of the number of unknowns that are still outstanding, the CLJ-CMS Project's progress in September toward the start of Solution Validation and the subsequent Pilot Court go-live events was substantial. Critical needs for being able to initiate Solution Validation include:

- Tyler Technologies' provision of custom-developed deliverables (after which the CLJ-CMS Project Team will need two to four weeks of time to assimilate the deliverables into the User Acceptance Test [UAT] environment to be used for Solution Validation)
- A "critical mass" of data loaded into the UAT environment to enable adequate testing of various data types during Solution Validation (with "critical mass" being defined by the Project Team working in collaboration with Court Business areas)
- An adequate number of legacy data exchanges ready for testing; these will include e-tickets, DOL-related data, and vehicle-related violations, among others; while not all legacy data exchanges need to be in place to initiate Solution Validation, it will be important to understand what tasks remain, and the time required to accomplish them, for those exchanges that are not ready when Solution Validation begins

The CLJ-CMS Project Manager is now meeting weekly with the Tyler Technologies Project Manager to focus on "Priority 1" issues impacting delivery of the Tyler development work. While a firm date for delivery has not been set as of yet, there is an expectation that delivery is a matter of weeks (not months) away. Enterprise Supervision is "the long pole in the tent." This is not surprising, of course, as the Enterprise Supervision product is one that Tyler is incorporating into its product suite following acquisition of the product. Also, as mentioned above, note that the CLJ-CMS Project Team will need 2 to 4 weeks to assimilate the Tyler deliverables once they are provided to AOC.

Importantly, the CLJ-CMS Project Team has categorized the Priority 1 issues into three categories, namely:

- Issues that must be resolved prior to the start of Solution Validation
- Issues that must be resolved prior to Pilot Court "go-live"
- Issues whose resolutions can occur after Pilot Court "go-live"

bluecrane fully supports and endorses this prioritization of work. It is critical to moving the project forward practically and as expeditiously as is prudent.



The CLJ-CMS Project Manager is now publishing weekly reports on “Enterprise Justice to EDR Data Exchange” progress. The latest report at the time of the writing of this QA report documents continued increases in “data seeding,” data loading into the Development environment, and data loading into the UAT environment. Data loading into the UAT environment is lagging a bit due to issues with the automation of the loading. The issues are currently being addressed.

As we have noted for many months, Staffing continues to be a risk for the CLJ-CMS Project. Labor market challenges that are beyond AOC’s control continue to be a challenge. *bluecrane* does not expect this risk to abate in the foreseeable future. For now, AOC is re-directing internal resources to CLJ-CMS in light of the Project being the Courts’ highest priority IT effort. On a positive note, the new CLJ-CMS Deputy Project Manager, Brittanie Collinsworth, began work in September.

Our April 2022 monthly report provided fairly extensive details on the risks to project governance, scope, and schedule due to the expansion of project scope that was being contemplated by the PSC. At this time, the risks continue but appear to be decreasing as established governance processes are being respected. We encourage all parties to continue to follow the project governance processes that were approved at project initiation and the higher-level governance processes that are in place within Washington Courts. We believe the additional needs of the CLJ courts can be addressed through appropriate governance processes without further impacting the performance and delivery of the CLJ-CMS Project. Additionally, we encourage limited jurisdiction judges and other stakeholders to lobby the legislature to approve the Decision Package (DP) for the integration platform project (which is an internal infrastructure project separate from the CLJ-CMS Project) as well as other budgetary requests essential to keeping the JIS fully funded.

Moreover, as we have said in the past, it is critical at this juncture that the CLJ-CMS Project Team and PSC be laser-focused on the Solution Validation and Pilot go-live activities. We encourage all parties to ensure that there are no distractions for the Project Team and limit the need for the team to attend additional meetings or prepare materials that are not essential to Solution Validation or Pilot go-live.

In September, the Associate Director of the Court Services Division (CSD) began reviewing the CLJ-CMS Project’s baseline timeline for deploying the new solution to various parts of the state. The work of determining whether the baseline deployment plan needs revising will take considerable analysis of emerging requirements (e.g., how OCourts will interact with Enterprise Justice and production data) and will be dependent on the time that it takes to initiate and complete Solution Validation and implement the new solution in the Pilot Courts. It will also need to take into consideration those courts that desire to wait for the Integration Platform to be productionalized and the expected subsequent OCourt integration with the Integration Platform to be completed.

1.2 Executive “At-a-Glance” QA Dashboard

The following table provides a summary of our risk assessment ratings for this month and the previous two months. Detailed findings, risk explanations, and recommendations for risk response are provided in Section 2 of this report. As a reminder to the reader, “blue” items indicate areas of ongoing risk;



however, the mitigation and other response activities of the Program for blue items are assessed as adequate for the current review period.

Table 1. Summary Dashboard of QA Assessment Results

Project Management and Sponsorship			
Assessment Area	September 2022	August 2022	July 2022
Governance	Risk Being Addressed	Risk	Risk
Scope: eFiling	Risk Being Addressed	Risk	Risk
Scope: Case Management	Risk Being Addressed	Risk	Risk
Scope: Supervision	Risk Being Addressed	Risk	Risk
Schedule: eFiling	High Risk	High Risk	Risk
Schedule: Case Management	High Risk	High Risk	Risk
Schedule: Supervision	High Risk	High Risk	Risk
Project Staffing	Risk	Risk	Risk
Budget: Funding	No Risk Identified	No Risk Identified	No Risk Identified
Budget: Management of Spending	No Risk Identified	No Risk Identified	No Risk Identified
Contracts and Deliverables Management	No Risk Identified	No Risk Identified	No Risk Identified
PMO Processes	No Risk Identified	No Risk Identified	No Risk Identified



People			
Assessment Area	September 2022	August 2022	July 2022
Stakeholder Engagement	No Risk Identified	No Risk Identified	No Risk Identified
OCM: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
OCM: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Communications	No Risk Identified	No Risk Identified	No Risk Identified
Court Preparation and Training	No Risk Identified	No Risk Identified	No Risk Identified

Solution			
Assessment Area	September 2022	August 2022	July 2022
Business Process: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Business Process: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Business Process: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Requirements, Design, and Configuration: Supervision	No Risk Identified	No Risk Identified	No Risk Identified



Solution			
Assessment Area	September 2022	August 2022	July 2022
Integrations: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Integrations: Case Management	Risk Being Addressed	Risk	Risk
Reports: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Reports: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Testing: eFiling	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Testing: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Deployment: eFiling	Risk	Risk	No Risk Identified
Deployment: Case Management	Risk	Risk	No Risk Identified
Deployment: Supervision	Risk	Risk	No Risk Identified

Data			
Assessment Area	September 2022	August 2022	July 2022
Data Preparation: Case Management	No Risk Identified	No Risk Identified	No Risk Identified
Data Conversion: Case Management	Risk Being Addressed	No Risk Identified	No Risk Identified



Data			
Assessment Area	September 2022	August 2022	July 2022
Data Conversion: Supervision	No Risk Identified	No Risk Identified	No Risk Identified
Data Security	No Risk Identified	No Risk Identified	No Risk Identified

Infrastructure			
Assessment Area	September 2022	August 2022	July 2022
Infrastructure for Remote Work	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed
Statewide Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Local Infrastructure	No Risk Identified	No Risk Identified	No Risk Identified
Security Functionality	No Risk Identified	No Risk Identified	No Risk Identified
Access	No Risk Identified	No Risk Identified	No Risk Identified
Environments	No Risk Identified	No Risk Identified	No Risk Identified
Post-Implementation Support	No Risk Identified	No Risk Identified	No Risk Identified



2. Detailed Assessment Report

2.1 Project Management and Sponsorship

2.1.1 Governance

Project Management and Sponsorship			
Governance	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk Being Addressed	Risk	Risk

Findings

At its August 26, 2022 meeting, the JISC approved a motion for AOC to seek funding from the legislature and begin planning activities while awaiting funding to develop an “Enterprise Integration Platform.” The platform will adopt a common communication standard for all systems, thereby enabling new systems to “be plugged into” existing systems at a lower cost with a much faster development time. The platform is essential to protect the state’s network, servers, and systems from unauthorized access and intrusion when third-party systems are allowed to retrieve and update data that is protected for confidentiality purposes. It is expected that the platform will provide logging, auditability, and support features, including reporting and tracking mechanisms for problem resolution.

During the summer months of 2022, a significant risk to the CLJ-CMS Project was the potential expansion of project scope that was being contemplated by the Project Steering Committee (PSC) as tolerable and permissible. At this time, the risks continue but appear to be decreasing as established governance processes are being respected and utilized to approve separate project efforts to address the courts’ needs.

The integration of OCourt that the PSC seeks is *not* in the scope of the CLJ-CMS Project. As noted on page 4 of the April 17, 2022 document entitled *Courts of Limited Jurisdiction Case Management System Integration Feasibility and Cost Analysis*, while there are requirements for migrating existing legacy data exchanges included in the scope of the CLJ-CMS implementation project, those requirements are “limited in scope for simple transactions with known systems and judicial partner agencies such as the Enterprise Data Repository, JIS, and DOL, respectively.” The existing legacy data exchanges that *were* included in the scope of the CLJ-CMS Project do not require an integration platform to provide access and security features that are essential for “true” integrations that include access, updating, and other functionality across two or more disparate systems.

All parties acknowledge that “the world has changed” due to the COVID-19 pandemic. Members of the CLJ-CMS PSC deal with virtual operations every day—in ways that were not contemplated prior to the pandemic. However, we applaud all parties for adhering to approved governance processes to initiate work in this area.



Risks and Issues

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, mitigating the risks.

bluecrane Recommendations

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

Additionally, we encourage limited jurisdiction judges and other stakeholders to lobby the legislature to approve the DP for the integrations platform project as well as other budgetary requests essential to keeping the JIS fully funded.

Moreover, as we have said in the past, it is critical at this juncture that the CLJ-CMS Project Team and PSC be laser-focused on the Solution Validation and Pilot go-live activities. We encourage all parties to ensure that there are no distractions for the Project Team and limit the need for the team to attend additional meetings or prepare materials that are not essential to Solution Validation or Pilot go-live.

2.1.2 Scope: eFiling

Project Management and Sponsorship			
Scope: eFiling	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk Being Addressed	Risk	Risk

Findings

As noted in our May report, Pilot Courts posted local rules for eFiling. Meanwhile, DMCJA is championing a statewide rule for mandatory eFiling.

As noted above under “Governance,” the risks to the CLJ-CMS Project’s scope continue but appear to be decreasing as established governance processes are being respected and utilized to approve separate project efforts to address the courts’ needs.

Risks and Issues

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, mitigating the risks.



bluecrane Recommendation

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

2.1.3 Scope: Case Management

Project Management and Sponsorship			
Scope: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk Being Addressed	Risk	Risk

Findings

The scope of the CLJ-CMS Project is defined by the deliverables delineated in the SOW in the Tyler contract and the already-planned and approved AOC work to manage and support the project. The scope is further “decomposed” by the detailed requirements that AOC, the Court User Work Group (CUWG), and Tyler continue to validate. Scope is being managed through a Requirements Traceability Matrix (RTM), system vendor contract deliverables, and the Project Change Management process. The project team delivered an RTM to Tyler in August 2021.

Risks and Issues

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, mitigating the risks.

bluecrane Recommendation

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.



2.1.4 Scope: Supervision

Project Management and Sponsorship			
Scope: Supervision	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk Being Addressed	Risk	Risk

Findings

The scope of the S activity is defined in the Tyler SOW and the already-planned and approved AOC work to manage and support the project. A fit-gap analysis was conducted in early January 2021 by AOC, the CUWG, and Tyler to validate requirements and identify any requirements that require custom development by Tyler. Scope is being managed through the RTM, system vendor contract deliverables, and the Project Change Management process.

Risks and Issues

The potential expansion of the CLJ-CMS Project’s scope to include the development of an integrations platform and a pilot implementation of an integration with OCourt creates substantial risk to the CLJ-CMS Project. At this time, established governance processes are being respected and utilized to approve separate project efforts to accomplish this work, mitigating the risks.

bluecrane Recommendation

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.

2.1.5 Schedule: eFiling

Project Management and Sponsorship			
Schedule: eFiling	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	High Risk	High Risk	Risk

Findings

While our assessment of schedule remains “red” because of the number of unknowns that are still outstanding, the CLJ-CMS Project’s progress in September toward the start of Solution Validation and the subsequent Pilot Court go-live events was substantial. Critical needs for being able to initiate Solution Validation include:



- Tyler Technologies' provision of custom-developed deliverables (after which the CLJ-CMS Project Team will need two to four weeks of time to assimilate the deliverables into the User Acceptance Test [UAT] environment to be used for Solution Validation)
- A “critical mass” of data loaded into the UAT environment to enable adequate testing of various data types during Solution Validation (with “critical mass” being defined by the Project Team working in collaboration with Court Business areas)
- An adequate number of legacy data exchanges ready for testing; these will include e-tickets, DOL-related data, and vehicle-related violations, among others; while not all legacy data exchanges need to be in place to initiate Solution Validation, it will be important to understand what tasks remain, and the time required to accomplish them, for those exchanges that are not ready when Solution Validation begins

The CLJ-CMS Project Manager is now meeting weekly with the Tyler Technologies Project Manager to focus on “Priority 1” issues impacting delivery of the Tyler development work. While a firm date for delivery has not been set as of yet, there is an expectation that delivery is a matter of weeks (not months) away. Enterprise Supervision is “the long pole in the tent.” This is not surprising, of course, as the Enterprise Supervision product is one that Tyler is incorporating into its product suite following acquisition of the product. Also as mentioned above, note that the CLJ-CMS Project Team will need 2 to 4 weeks to assimilate the Tyler deliverables once they are provided to AOC.

Importantly, the CLJ-CMS Project Team has categorized the Priority 1 issues into three categories, namely:

- Issues that must be resolved prior to the start of Solution Validation
- Issues that must be resolved prior to Pilot Court “go-live”
- Issues whose resolutions can occur after Pilot Court “go-live”

bluecrane fully supports and endorses this prioritization of work. It is critical to moving the project forward practically and as expeditiously as is prudent.

The CLJ-CMS Project Manager is now publishing weekly reports on “Enterprise Justice to EDR Data Exchange” progress. The latest report at the time of the writing of this QA report documents continued increases in “data seeding,” data loading into the Development environment, and data loading into the UAT environment. Data loading into the UAT environment is lagging a bit due to issues with the automation of the loading. The issues are currently being worked.

Risks and Issues

The delay in the start of Solution Validation renders the planned October Pilot Courts go-live infeasible.



bluecrane Recommendation

We encourage the Project Team to move with all due haste to answer outstanding questions about Solution Validation and to develop a revised go-live date for the Pilot Court implementations. At the same time, we concur with the Team’s decision to delay the announcement of a new date until they have a high-level of confidence that the date is attainable.

2.1.6 Schedule: Case Management

Project Management and Sponsorship			
Schedule: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	High Risk	High Risk	Risk

Findings

Findings related to the schedule for Case Management are identical to those described above under 2.1.5 Schedule: eFiling.

Risks and Issues

The delay in the start of Solution Validation renders the planned October Pilot Courts go-live infeasible.

bluecrane Recommendation

We encourage the Project Team to move with all due haste to answer outstanding questions about Solution Validation and to develop a revised go-live date for the Pilot Court implementations. At the same time, we concur with the Team’s decision to delay the announcement of a new date until they have a high-level of confidence that the date is attainable.

2.1.7 Schedule: Supervision

Project Management and Sponsorship			
Schedule: Supervision	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	High Risk	High Risk	Risk

Findings

Findings related to the schedule for Case Management are identical to those described above under 2.1.5 Schedule: eFiling.



Risks and Issues

The delay in the start of Solution Validation renders the planned October Pilot Courts go-live infeasible.

bluecrane Recommendation

We encourage the Project Team to move with all due haste to answer outstanding questions about Solution Validation and to develop a revised go-live date for the Pilot Court implementations. At the same time, we concur with the Team’s decision to delay the announcement of a new date until they have a high-level of confidence that the date is attainable.

2.1.8 Project Staffing

Project Management and Sponsorship			
Project Staffing	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk	Risk	Risk

Findings

As we have noted for many months, Staffing continues to be a risk for the CLJ-CMS Project. Labor market challenges that are beyond AOC’s control continue to be a challenge. *bluecrane* does not expect this risk to abate in the foreseeable future. For now, AOC is re-directing internal resources to CLJ-CMS in light of the Project being the Courts’ highest priority IT effort. On a positive note, the new CLJ-CMS Deputy Project Manager, Brittanie Collinsworth, began work in September.

Risks and Issues

If the filling of CLJ Project positions becomes a prolonged effort, the project’s timeline may be further at risk.

bluecrane Recommendation

If specific positions pose hurdles, escalate the need to utilize contractors for those positions (at least temporarily) to AOC management as early as practical—and before the staff openings jeopardize the project’s timeline.



2.1.9 Budget: Funding

Project Management and Sponsorship			
Budget: Funding	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Funding allocated to the project is consistent with the approved plan.

In addition, the approved state budget for FY2023 continues funding for the CLJ-CMS Project and funds eFiling on an ongoing basis, eliminating the need to charge user fees.

2.1.10 Budget: Management of Spending

Project Management and Sponsorship			
Budget: Management of Spending	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The project is being managed within the approved budget.

2.1.11 Contracts and Deliverables Management

Project Management and Sponsorship			
Contracts and Deliverables Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The “process” of deliverables management by the AOC contracts staff is appropriate and sufficient. The AOC staff are doing a diligent job of managing the Tyler contract. In addition, the project team is reviewing the contents of deliverables for compliance and quality.



2.1.12 PMO Processes

Project Management and Sponsorship			
PMO Processes	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The project team is establishing processes, consistent with industry “best practices,” to manage and track the project. Project communications are occurring at regularly-scheduled project team, sponsor, and steering committee meetings.

2.2 People

2.2.1 Stakeholder Engagement

People			
Stakeholder Engagement	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The Organizational Change Management (OCM) and Communications Lead for the CLJ-CMS Project and AOC leadership team are doing an admirable and diligent job of reaching out to and engaging with the diverse CLJ stakeholder community.



2.2.2 OCM: eFiling

People			
OCM: eFiling	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Given that the state budget for FY2023 includes initial and ongoing funding for eFiling, OCM activities focused on the Pilot Courts' and subsequent deployments include ensuring that the court community is informed about the deployment approach for eFiling as well as Enterprise Justice.

bluecrane is supportive not only of the work being done by the project's OCM Lead and others but also of the outreach being performed by the executive sponsors, sponsors, and the PSC, all of whom are critical elements of a comprehensive OCM program.

2.2.3 OCM: Case Management

People			
OCM: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM activities in this area are numerous, professional, and clear.

2.2.4 OCM: Supervision

People			
OCM: Supervision	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM activities in this area are numerous, professional, and clear.



2.2.5 Communications

People			
Communications	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The OCM and Communications Lead for the CLJ-CMS Project, CLJ-CMS Business Liaison, and AOC leadership team are doing an admirable and diligent job of reaching out to and engaging with the diverse CLJ stakeholder community. Project newsletters have been distributed monthly since September 2021, and a new project website was launched in October 2021.

2.2.6 Court Preparation and Training

People			
Court Preparation and Training	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

In June, the project initiated Pilot Court training (1) to introduce Enterprise Justice and Supervision and (2) on Forms.

2.3 Solution

2.3.1 Business Process: eFiling

Solution			
Business Process: eFiling	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The business processes for eFiling are minimal and relatively procedural in nature.



2.3.2 Business Process: Case Management

Solution			
Business Process: Case Management	Jan. 2022		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The business processes for case management are documented. The project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.

2.3.3 Business Process: Supervision

Solution			
Business Process: Supervision	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The business processes for supervision are documented. The project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.

2.3.4 Requirements, Design, and Configuration: eFiling

Solution			
Requirements, Design, and Configuration: eFiling	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Requirements for eFiling are minimal and relatively procedural in nature.



2.3.5 Requirements, Design, and Configuration: Case Management

Solution			
Requirements, Design, and Configuration: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Based on the ongoing excellent work by the CUWG, the project was able to send an RTM to Tyler in August 2021. At this time, the project is making any changes that are needed as a result of the CUWG's ongoing review of requirements.

2.3.6 Requirements, Design, and Configuration: Supervision

Solution			
Requirements, Design, and Configuration: Supervision	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Supervision requirements are included in the requirements reviews being conducted over time by the CUWG.

2.3.7 Integrations: eFiling

Solution			
Integrations: eFiling	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Tyler certified the single integration required for eFiling in September 2021. Now that the eFiling funding issue has been resolved, the project will be able to leverage the work already done as well as the completed certification.



2.3.8 Integrations: Case Management

Solution			
Integrations: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk Being Addressed	Risk	Risk

Findings

The CLJ-CMS Project Manager is now publishing weekly reports on “Enterprise Justice to EDR Data Exchange” progress. The latest report at the time of the writing of this QA report documents continued increases in “data seeding,” data loading into the Development environment, and data loading into the UAT environment. Data loading into the UAT environment is lagging a bit due to issues with the automation of the loading. The issues are currently being addressed.

Another risk related to integrations is the potential expansion of project scope that was contemplated during the summer of 2022. The scope expansion included development of (1) an integration platform and (2) an integration with OCourt, each of which represents “new work” that is not included in the CLJ-CMS budget or timeline. At this time, the risks continue but appear to be decreasing as established governance processes are being respected. We encourage all parties to continue to follow the project governance processes that were approved at project initiation and the higher-level governance processes that are in place within Washington Courts.

Risks and Issues

The unforeseen complexity and manual processes required to utilize EDR create substantial risk to the CLJ-CMS Project. At this time, the CLJ-CMS Project Team believes that legacy data exchange efforts can be completed before Solution Validation finishes.

bluecrane Recommendation

If approved and funded, the development of an integrations platform should be governed and managed as an infrastructure project that is separate and apart from (although related to) the CLJ-CMS Project.



2.3.9 Reports: Case Management

Solution			
Reports: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Case management reports are defined in the CLJ-CMS requirements.

2.3.10 Reports: Supervision

Solution			
Reports: Supervision	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Supervision reports are defined in the CLJ-CMS requirements.

2.3.11 Testing: eFiling

Solution			
Testing: eFiling	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Planning for eFiling testing is underway.



2.3.12 Testing: Case Management

Solution			
Testing: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Planning for Case Management testing is underway.

2.3.13 Testing: Supervision

Solution			
Testing: Supervision	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Planning for Supervision testing is underway.

2.3.14 Deployment: eFiling

Solution			
Deployment: eFiling	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk	Risk	No Risk Identified

Findings

At this time, it is unclear whether or not the delay in the Pilot Court go-live date will impact the deployment schedule for subsequent courts. While we believe it is premature to assess the deployment schedule as an “issue,” it certainly is at risk. We will monitor progress on Solution Validation, the announcement of a new date for Pilot Court implementation, and the CLJ-CMS Project’s revised schedule as it emerges from Solution Validation.

In September, the Associate Director of the Court Services Division (CSD) began reviewing the CLJ-CMS Project’s baseline timeline for deploying the new solution to various parts of the state. The work of



determining whether the baseline deployment plan needs revising will take considerable analysis of emerging requirements (e.g., how OCourts will interact with Enterprise Justice and production data) and will be dependent on the time that it takes to initiate and complete Solution Validation and implement the new solution in the Pilot Courts. It will also need to take into consideration those courts that desire to wait for the Integration Platform to be productionalized and the expected subsequent OCourt integration with the Integration Platform to be completed.

Risks and Issues

The delay in the Pilot Courts go-live date may impact planned dates for implementations in subsequent courts.

2.3.15 Deployment: Case Management

Solution			
Deployment: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk	Risk	No Risk Identified

Findings

Findings related to the deployment for Case Management are identical to those described above under 2.3.14 Deployment: eFiling.

Risks and Issues

The delay in the Pilot Courts go-live date may impact planned dates for implementations in subsequent courts.

2.3.16 Deployment: Supervision

Solution			
Deployment: Supervision	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk	Risk	No Risk Identified

Findings

Findings related to the deployment for Supervision are identical to those described above under 2.3.14 Deployment: eFiling.



Risks and Issues

The delay in the Pilot Courts go-live date may impact planned dates for implementations in subsequent courts.

2.4 Data

2.4.1 Data Preparation: Case Management

Data			
Data Preparation: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Business Analysts (BAs) on the CLJ-CMS Project team are sending reports to courts on a fairly regular basis, with requests that the courts review their data and clean it up as they are able. When the project’s actual (“production”) conversion begins, project technical staff will review data that is being converted and do additional clean-up at that time.

2.4.2 Data Conversion: Case Management

Data			
Data Conversion: Case Management	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk Being Addressed	No Risk Identified	No Risk Identified

Findings

The CLJ-CMS Project Manager is now publishing weekly reports on “Enterprise Justice to EDR Data Exchange” progress. The latest report at the time of the writing of this QA report documents continued increases in “data seeding,” data loading into the Development environment, and data loading into the UAT environment.

Risks and Issues

Data loading into the UAT environment is lagging a bit due to issues with the automation of the loading. The issues are currently being addressed.



2.4.3 Data Conversion: Supervision

Data			
Data Conversion: Supervision	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Thirteen courts are currently on the CaseLoad Pro probation system, 39 courts have “homegrown” solutions, and some number of courts are on Tyler’s supervision solution already. The data conversion plan for supervision is to **not** convert data from non-Tyler solutions. For the courts using Tyler’s supervision solution currently, their data is already housed at Tyler and will be transferred to the new CLJ-CMS supervision solution.

2.4.4 Data Security

Data			
Data Security	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The CLJ-CMS Project Technical Lead is meeting with AOC security staff on a monthly basis and validating the CLJ-CMS solution’s security. In addition, he is currently working on a “Threat Model” which will be reviewed by AOC for approval prior to go-live.



2.5 Infrastructure

2.5.1 Infrastructure for Remote Work

Infrastructure			
Infrastructure for Remote Work	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	Risk Being Addressed	Risk Being Addressed	Risk Being Addressed

Findings

The CLJ-CMS Project has adapted well to the remote work environment implemented in response to the COVID-19 pandemic. While there are intermittent issues with bandwidth to/from certain geographic areas, the team has managed to move forward with project activities.

2.5.2 Statewide Infrastructure

Infrastructure			
Statewide Infrastructure	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Because eFiling and supervision will be delivered via a “Software-as-a-Service” (SaaS) approach, those applications will be accessible through an internet browser, requiring little technical infrastructure. The case management solution will require personal computers (desktops and laptops) and networking bandwidth adequate to support the application.



2.5.3 Local Infrastructure

Infrastructure			
Local Infrastructure	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

As noted above, the case management solution will require personal computers (desktops and laptops) and networking bandwidth adequate to support the application. Pilot courts have been provided a Technical Readiness checklist to help ensure, among other things, that all local technical infrastructure is in place.

2.5.4 Security Functionality

Infrastructure			
Security Functionality	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

The security functionality of Enterprise Justice has been approved previously by AOC for the Superior Court–Case Management System (SC-CMS).

As noted above under Data Security, the CLJ-CMS Project Technical Lead is meeting with AOC security staff on a monthly basis and validating the CLJ-CMS solution’s security. In addition, he is currently working on a “Threat Model” which will be reviewed by AOC for approval prior to go-live.



2.5.5 Access

Infrastructure			
Access	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

eFiling and Supervision access will be via browser. A “local application” will be required for access to the case management solution.

2.5.6 Environments

Infrastructure			
Environments	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

All environments have been implemented.

2.5.7 Post-Implementation Support

Infrastructure			
Post-Implementation Support	Three-Month Rolling Risk Levels		
	Sept. 2022	Aug. 2022	July 2022
	No Risk Identified	No Risk Identified	No Risk Identified

Findings

Based on “Lessons Learned” from the Superior Court–Case Management System (SC-CMS) Project, the CLJ-CMS Project staffing plan includes having four Business Analysts on board specifically for Post-Implementation (or “Production”) Support.



Appendix: Overview of *bluecrane* Risk Assessment Approach

To determine the areas of highest priority risks for leadership as well as to identify risks that should be addressed at lower levels of the project, we have focused on over 40 areas of assessment as depicted in Figure 1. We have grouped the areas into our familiar categories of:

- **Project Management and Sponsorship**
- **People**
- **Solution**
- **Data**
- **Infrastructure**

In keeping with our dislike of “cookie cutter” approaches, we tailored the specific areas of assessment for relevance and importance to CLJ-CMS *at this stage of its program lifecycle*. Some of the areas noted in the diagram have been assessed at a relatively detailed level, while others are so early in their lifecycle that a more thorough assessment will come later.

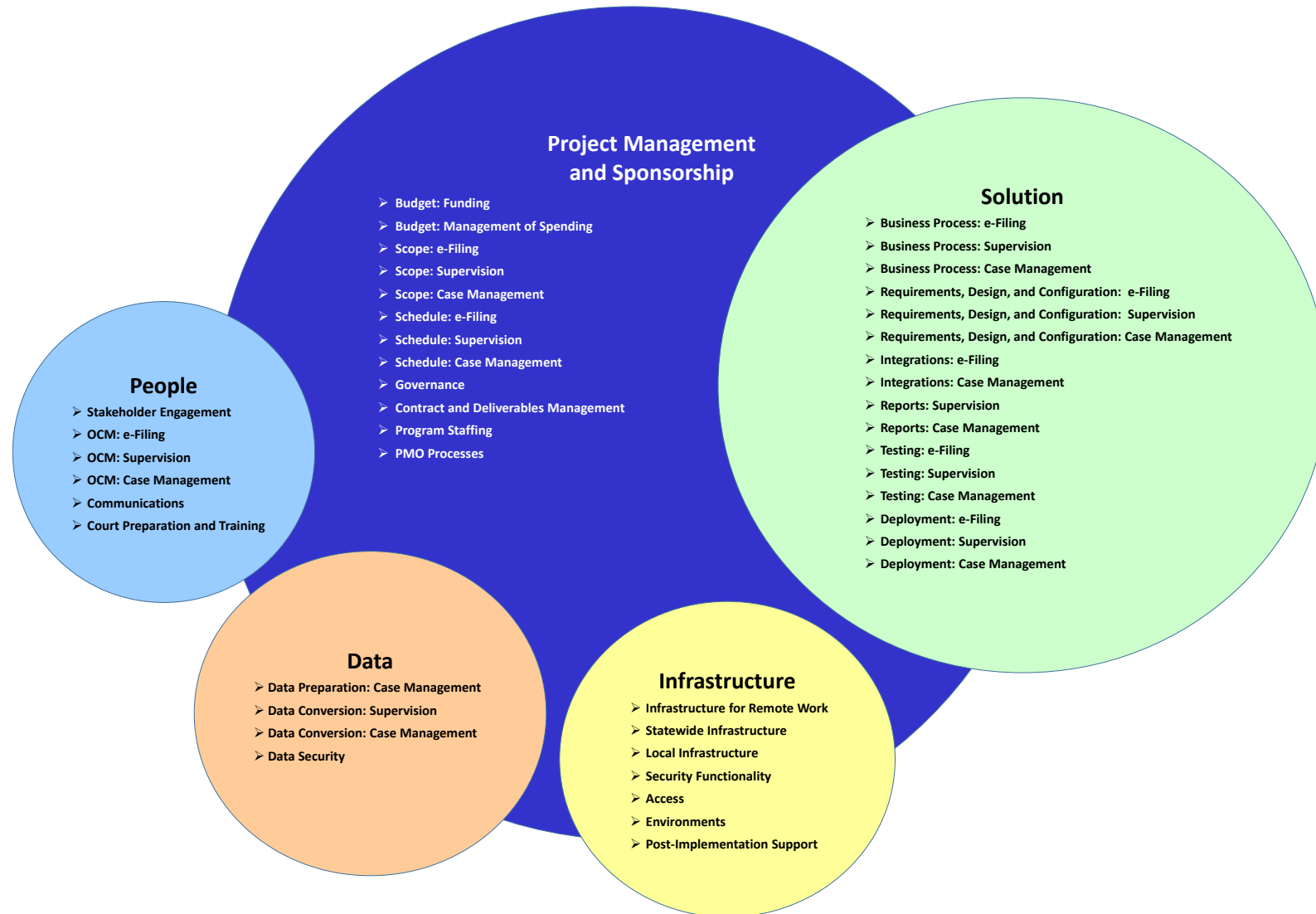


Figure 1. Areas of CLJ-CMS Project Assessed for Risks



Our risk ratings are summarized in Table 2 below.

Table 2. *bluecrane's* Risk Assessment Categorization

Assessed Risk Status	Meaning
No Risk Identified	Program activities in the area assessed are not encountering any risks
Risk Being Addressed	A risk that is being adequately mitigated. The risk may be ongoing with the expectation it will remain blue for an extended period of time, or it may be sufficiently addressed so that it becomes green as the results of the corrective actions are realized
Risk	A risk that is significant enough to merit management attention but not one that is deemed a “show-stopper”
High Risk	A risk that project management must address or the entire planning effort is at risk of failure; these risks are “show-stoppers”
Not Started	This particular activity has not yet started or is not yet assessed
Completed or Not Applicable	This particular item has been completed or has been deemed “not applicable” but remains a part of the assessment for traceability purposes

ITG Request 1344 – Protection Order Document Sharing for Judicial Officers

Project Update

Sriram Jayarama, Project Manager

October 28, 2022



Project Overview

- As part of the HB 1320/1901, the legislature mandated a mechanism for all judicial officers statewide to be able to electronically view Protection Order documents
- There are two deadlines
 - By January 1, 2023 all judicial officers statewide must be able to view Protection Order documents from the 39 superior courts
 - By January 1, 2026 all judicial officers statewide must be able to view Protection Order documents from the courts of limited jurisdiction as well



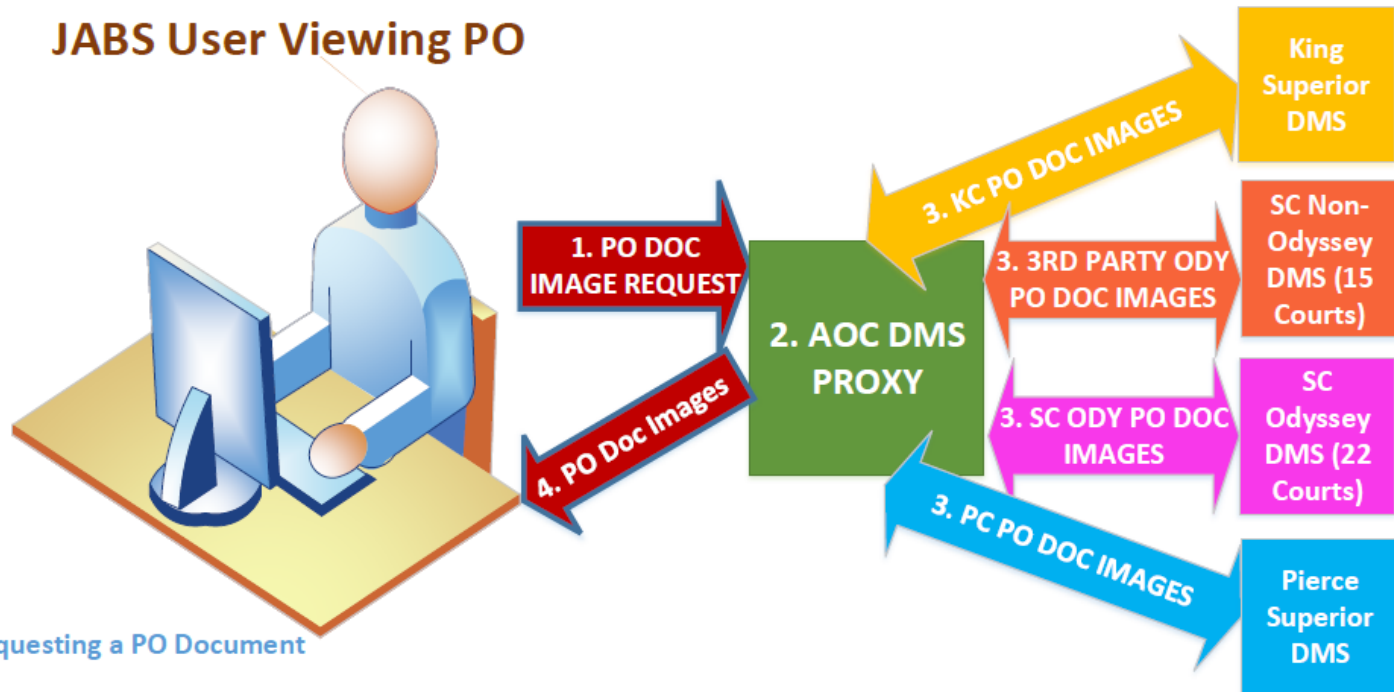
Project Overview (cont.)

- JABS will be the statewide viewer for Protection Order documents
 - JABS will allow only users of type “Judge” to view the Protection Order document images.
 - Only public Protection Orders will be available.
 - Protection Order documents are viewable by any judicial officer if their JABS profile already allows them to access such information across courts.
 - Tribal and military courts are not in-scope for the January 1, 2023 deadline

Project Overview (cont.)

- Protection Orders are stored in multiple Document Management Systems (DMS) statewide
 - 22 superior courts use the Enterprise Justice DMS, while 15 use a local DMS
 - King and Pierce superior courts use a local case management system and DMS
- AOC will build a “proxy” mechanism to go between JABS and the various DMS to “fetch” the document images for JABS display
- Protection Order documents WILL NOT be stored by AOC

Conceptual Process Overview



1. JABS User requesting a PO Document Image
2. AOC DMS Proxy receives the JABS request and directs to appropriate court DMS
3. AOC DMS Proxy receives PO Document images from the requested Court DMS
4. PO Document Images sent to JABS to be displayed

Recent Activities

- ✓ Project team has been created with representation from various groups
 - Court Services Division
 - Enterprise Data Repository team
 - Operations – Enterprise Justice and JABS
 - QA testing team
- ✓ Technical staff at King County, Pierce County and 3rd Party DMS courts have been established
- ✓ Proof of concepts with King County, Enterprise Justice DMS and 3rd party DMSs have been accomplished

Recent Activities (cont.)

- ✓ Business requirements for JABS and Enterprise Justice have been created
- ✓ Requirements for changes to Enterprise Justice Application Programming Interfaces have been provided to Tyler
- Solution development for the Protection Order Proxy and JABS related changes are under way
- QA team have been preparing for testing the technical changes to all systems

Active Project Risks

Total Project Risks			
Low Exposure	Medium Exposure	High Exposure	Closed
0	1	2	0

Significant Risks Status

Risk	Probability/Impact	Mitigation
JABS Performance	High/High	AOC continues to monitor JABS performance. AOC is currently working with Tyler. If necessary, JABS can be disconnected from Enterprise Justice and display replicated data from JIS/SCOMIS.
Timing of delivery of Tyler API changes	High/High	Work with Tyler to provide the changes in a timely manner.
End-to-End performance	Medium/High	Work with the external DMS courts for network speed and high availability



Next Steps

Event	Expected Completion
Working Proof Of Concept for DMS Proxy and JABS	September 30,2022
Development for DMS Proxy and JABS	October 31, 2022
Retrieve PO Doc Images from King County, Pierce County, Enterprise Justice DMS and 3 rd party DMS	October 31, 2022
Enterprise Justice API change delivered to AOC by Tyler Technologies	November 30, 2022
AOC QA testing	November 30, 2022
Production go-live	December 30, 2022



Board for Judicial Administration (BJA) Meeting
Friday, May 20, 2022, 9:00 a.m. – 12:00 p.m.
Videoconference

MEETING MINUTES

BJA Members Present:

Chief Justice Steven González, Chair
Judge Tam Bui, Member Chair
Judge Rachelle Anderson
Judge Alicia Burton
Judge Samuel Chung
Judge George Fearing
Judge Rebecca Glasgow
Judge Marilyn Haan
Judge Dan Johnson
Commissioner Rick Leo
Judge Mary Logan
Judge David Mann
Judge Rebecca Pennell
Judge Rebecca Robertson
Dawn Marie Rubio
Judge Michael Scott
Judge Charles Short
Judge Paul Thompson

Guests Present:

Kimberly Allen
Esperanza Borbora
Giannina Ferrara
Chris Gaddis

Justice Sheryl Gordon McCloud
Melissa Johnson
Erin Shea McCann
Sophia Byrd McSherry
Judge Sean O'Donnell
Dave Reynolds
Judge Kevin Ringus
Judge Karl Williams
Bailey Zydek

**Administrative Office of the Courts
(AOC) Staff Present:**

Judith Anderson
Jeanne Englert
Heidi Green
Brittany Gregory
Kyle Landry
Penny Larsen
Dirk Marler
Stephanie Oyler
Christopher Stanley
Caroline Tawes

Call to Order

Judge Bui called the meeting to order at 9:01 a.m. and welcomed the participants.

Presentations: BJA Members

Supreme Court

Justice Gordon McCloud reviewed the highlights of the Appellate Education Conference. Justice Gordon McCloud asked for the BJA blessing to form a workgroup to address some of the procedural issues in appellate courts. A summary of the list was included in the meeting materials. Judge Tracy Staab will co-chair the workgroup with Justice Gordon McCloud. She asked the meeting participants to let her know how they would like to participate.

The Supreme Court is scheduled to move out of the Temple of Justice due to renovations and into a temporary space. The renovation project should take 18 months. Oral arguments in the fall will take place in a borrowed space on the Capitol campus. Chief Justice González thanked Kyle Landry for his help on this project.

The Supreme Court has passed new procedures for pro tempore judges, expanding the rules to include Superior Court judges. The first Superior Court judge, Judge Toynee, served yesterday.

Most of the Supreme Court emergency orders and court rules do not have an expiration date. Emergency orders and court rules regarding remote proceedings will not be lifted until there is a replacement rule on remote proceedings.

Court of Appeals

Judge Fearing presented an overview of the Court of Appeals and requested comments and questions. Please contact him with suggestions on how to improve the service of the Court of Appeals and make operations more transparent and helpful to all levels of court.

Superior Court Judges' Association (SCJA)

The SCJA held their spring conference. This will be Judge Anderson's last meeting as she becomes the Immediate Past President. Judge Jennifer Forbes will be the new President, and Judge Samuel Chung will be the new President-elect. Judge Shelly Szambelan will be the new Secretary, and Judge Ken Schubert will be the new Treasurer.

The SCJA will have an in-person long range planning meeting on June 3, 2022, at SeaTac where they will set priorities for the year and discuss upcoming legislation. They plan to conduct a series of get-togethers around the state to get to know legislators. The SCJA will be working on judicial education, the Uniform Guardianship Act, civil protection orders, and safety and security issues.

Judge Chung thanked Judge Anderson for stepping in as SCJA President when Judge Estudillo left.

District and Municipals Courts Judges' Association (DMCJA)

This will be Judge Short's last meeting. Commissioner Rick Leo will become the DMCJA President. Last year the DMCJA focused on outreach, education, and collaboration. They are excited to continue collaborations with tribal and minority bar associations and law schools. They will continue to offer webinars. They had a successful legislative day involving legislators from across the state. The DMCJA had success funding 22 new therapeutic courts and two fulltime policy analysts. Melissa Johnson has been hired as the new DMCJA lobbyist.

Priorities for next year include identifying and eliminating systemic racism and improving access to justice. Projects include the statewide FAIR Court project. A concept paper

was submitted for funding this project, and AOC's Equity and Access program has made a commitment for funding. Other projects include a strategic initiative for funding court-ordered programs for indigent defendants and a statewide e-mail/text reminder system within the new case management system, for which they are seeking legislative funding. Courthouse security continues to be a priority. The DMCJA would also like to see grant writing assistance for trial courts and clerks.

Judge Short thanked AOC and other court level representatives for their help.

Chief Justice González and Judge Bui congratulated and thanked the SCJA and the DMCJA for their work during the pandemic.

AOC

There has been significant growth at the AOC. There has been quite a bit of staff turnover, particularly in information technology, which has an impact on all projects. Turnover is often due to higher salaries in the executive branch. AOC has funded salary increases and is advertising positions at the higher rate, with the hope of receiving more and better applications.

AOC is slowly reopening the buildings to staff, with safety protocols in place, after over two years of operating with limited building access. All staff will be able to work on-site beginning June 1, 2022.

AOC has two significant responsibilities regarding distribution of funds associated with the *Blake* decision. AOC received funding of \$50 million to implement certain *Blake* measures including identifying cases that are impacted and working with local courts, and developing a direct reimbursement bureau for refunds. Funds will be available on July 1, 2022.

There are \$16.9 million to distribute across the judicial branch for backlog assistance, audio visual upgrades for courtrooms, a therapeutic court grants community coordinator, and victim notification grants.

AOC continues to move forward in five strategic areas: 1. shoring up existing funding and staffing statutory obligations at AOC; 2. expanding subject matter experts in areas like courthouse security, child welfare, behavioral health, equity and access, tribal relations, and case flow management; 3. enhancing the agility of AOC. Staff assigned to specific associations or commissions will become more available to work on ad hoc issues; 4. AOC staff development, including a mid-managers academy; 5. AOC is working to become a place of belonging and inclusion.

BJA Task Forces

Court Recovery Task Force (CRTF)

The last CRTF meeting was May 9, 2022. A final report will be distributed in June. Chief Justice González thanked the members for their work.

Court Security Task Force

The Task Force did not receive the funding requested from the Legislature this year. The Task Force members met on March 31, 2022, to discuss feedback from the legislators. The legislators wanted to know if local county commissioners can contribute funding to courthouse security. The Task Force is developing a shared cost funding model that includes local courts and commissioners, and will work with local legislators and commissioners to discuss funding issues and strategies. Judge O'Donnell thanked Brittany Gregory, Christopher Stanley, and the BJA for their support. Judge Bui thanked the Task Force chairs and members for their work.

Interbranch Advisory Committee Meeting

Chief Justice González acknowledged Brittany Gregory's work on the Interbranch Advisory Committee. The first Interbranch Advisory Committee will be held on June 17, 2022, in place of the Judicial Leadership Summit. The Committee is the result of legislation by Senator Jamie Pedersen. Senator Pedersen and Chief Justice González will be the conveners. Other members are Senator Mike Padden, Kathryn Leathers, Commissioner Carolina Mejia, Judge Judith Ramseyer, Chris Gaddis, Representative Drew Hansen, Jeff Even, Sharon Swanson, Judge Kevin G. Ringus, LaTricia Kinlow, Representative Drew Stokesbary, Kim Allen, Judge Bill A. Bowman, Dawn Marie Rubio, and Michael Terasaki. Non-voting members will be Dennis Rabidou, Jim Bamberger, and Larry Jefferson.

The agenda is being developed. The meeting may be live streamed, but that is not confirmed. Chief Justice González or Brittany Gregory can answer questions about the Committee.

Biennium Budget Requests

Included in the meeting materials were recommendations on the concept papers from the BJA Budget and Funding Committee. The concept papers were evaluated for which ones appear to be the most complete and able to advance, as well as which ones could be combined with other papers with similar interests. Some concept papers were earmarked not to advance.

Christopher Stanley said the concept papers are a new step in the budgeting process and will lead to better decision packages, and will also help the discussion on budget begin earlier in the year. Christopher Stanley reviewed the concept paper recommendations included in the meeting materials. Recommendations will be forwarded to the Supreme Court Budget Committee, then to the entire Supreme Court at the June en banc. After that, templates will be sent to build budget requests.

The participants discussed the concept paper recommendations, particularly the three listed under "more discussion needed."

It was moved by Judge Short and seconded by Judge Anderson to adopt all recommendations for concept papers to advance to a decision package including the grant management concept paper, all recommendations for concept papers to not advance to a decision package, and to hold the three concept papers listed as “more discussion needed” for further discussion. The motion carried unanimously.

It was moved by Chief Justice Gonzalez and seconded by Judge Mann to include the Court of Appeals in the stipend for Supreme Court externs concept paper and to evaluate the proposal for trial courts. The motion carried unanimously.

It was moved by Chief Justice Gonzalez and seconded by Judge Pennell to hold in abeyance the concept papers requiring more discussion. The motion carried unanimously

Standing Committee Reports

Budget and Funding Committee (BFC)

Christopher Stanley gave a sense of general economic forecast. With high inflation, Washington State is likely to have another budget surplus. Because the surplus will be based on inflation and increased sales tax revenue rather than economic growth, this may change how the Legislature spends the funds.

Court Education Committee (CEC)

The CEC report was included in the meeting materials. The CEC is working on strategic planning and positioning. Judge Bui thanked Judge Fair for his work as the co-chair and thanked Judith Anderson for her work.

There is a *U.S. Supreme Court Year in Review* webinar on June 23, 2022, from noon to 1:15 p.m. Kathleen Sullivan, of Quinn Emanuel Urquart & Sullivan LLP, is the faculty. Registration is available on Inside Courts and is open to all court levels.

Legislative Committee

The Legislative Committee is fielding proposals for the 2023 legislative session. The Committee report is in the meeting materials and includes a link to the *2022 Legislative Summary Report*. Judge Ringus thanked Judge Thompson for his work.

Brittany Gregory thanked Judge Ringus for his work as the chair. Proposals for the 2023 legislative session are being solicited and are due June 20, 2022.

Policy and Planning Committee (PPC)

The PPC has the ability to support two new strategic initiatives. Recommendations on the strategic initiatives were included in the meeting materials. Judge Robertson reviewed the four strategic initiatives that were submitted, and the participants discussed the initiatives.

It was moved by Judge Short and seconded by Judge Haan to adopt strategic initiatives number one and number two recommended by the PPC as the new strategic initiatives from the BJA. The motion carried unanimously.

BJA, in collaboration with CEC, will support legislative advocacy efforts around increased funding for the learning management system.

Motions

March 18, 2022 Meeting Minutes

The March 18, 2022 meeting minutes were adopted by consensus.

2022–23 Meeting schedule

It was moved by Chief Justice Gonzalez and seconded by Judge Haan to adopt the 2022–23 meeting schedule. The motion carried unanimously.

A survey completed by BJA members indicated most members wanted meetings in 2022–23 that included both in person and videoconference options, with a slight preference for videoconference meetings. There will be more discussions this summer on meeting format.

Information Sharing

Judge Bui thanked the outgoing members of the BJA listed in the meeting materials and welcomed new members.

Jeanne Englert announced the BJA Court Security Task Force and the CEC are sponsoring an active shooter training. Jeanne Englert, Penny Larsen, or Kyle Landry can answer questions. A reminder e-mail will be sent.

Other

There being no further business, the meeting was adjourned at 11:52 a.m.

Recap of Motions from the May 20, 2022 Meeting

Motion Summary	Status
Adopt all recommendations for concept papers to advance to a decision package including the grant management concept paper, all recommendations for concept papers to not advance to a decision package, and to hold the three concept papers listed as “more discussion needed” for further discussion.	Passed

Motion Summary	Status
Include the Court of Appeals in the stipend for Supreme Court externs concept paper and to evaluate the proposal for trial courts.	Passed
Hold in abeyance the concept papers requiring more discussion.	Passed
Adopt strategic initiatives number one and number two recommended by the PPC as the new strategic initiatives from the BJA.	Passed
Adopt the 2022–23 meeting schedule.	Passed

Action Items from the May 20, 2022 Meeting

Action Item	Status
<u>March 18 BJA Meeting Minutes</u> <ul style="list-style-type: none">• Post the minutes online• Send minutes to the Supreme Court for inclusion in the En Banc meeting materials.	Done Done



IT Governance

*"IT Governance is the framework by which
IT investment decisions are made, communicated and overseen"*

Summary of Changes Since Last Report

New Requests:	1339 – Therapeutic Court Case Management (DMCJA) 1351 – Enhance DOL Feed to Include Date of Death (DMCMA)
Endorsements:	1346 – Create Application Configuration Vault (AOC) 1349 – Pacific City/Algona Muni KC District to EDR (DMCJA) 1350 – IT Modelling System (AOC) 1352 – Upgrade SC-CMS to Enterprise Justice 2023 (AOC)
Analyzed:	None
CLUG Decision:	None
Authorized:	1340 – Integration Platform and External API (AOC) 1345 – Integrate OCourt into CLJ-CMS (CLJ) 1347 – Upgrade JCS to .NET 6 (AOC)
In Progress:	1325 – Appellate Online Credit Card Payment Portal (Appellate)
Completed:	241 – JIS Person – Business Indicator (AOC) 1335 – Microsoft Office Upgrade (AOC)
Closed:	1307 – Law Data Project (AOC) 1323 – County Code Information (CLJ)

JISC ITG Strategic Priorities

JISC Priorities				
Priority	ITG#	Request Name	Status	Requesting CLUG
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	CLJ
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	CLJ
3	1340	Enterprise Integration Platform and External API	Authorized	Non-JIS

ITG Status Year in Review

JISC Authorized

ITG 102	2011*													
ITG 027	2011*													
ITG 1340	2022*													
		Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	Jul-22	Aug-22	Sep-22

■ Authorized
 ■ In Progress
 ■ Completed
 ■ Withdrawn or Closed

* Year ITG authorized

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Superior CLUG					
1	248	Washington State Juvenile Court Assessment (JCAT)	In Progress	Administrator	High
2	270	Allow MH-JDAT data to be accessed through BIT from the Data Warehouse	Authorized	CIO	High
3	274	EFC Extended Foster Care-Dependency - Modify Required Party of PAR Parent	In-Progress	CIO	Medium
4	283	Modify Odyssey Supervision Probation Category to Support Non-Criminal Cases	In-Progress	Administrator	Medium
5	277	TRU Truancy - Modify Required Party of PAR Parent	In-Progress	CIO	Medium
6	284	Criminal cases w/HNO & DVP case types allow DV Y/N	In-Progress	CIO	Medium
7	269	Installation of Clerks Edition for Franklin County Superior Court Clerks Office	Authorized	CIO	Low
Courts of Limited Jurisdiction CLUG					
1	102	Courts of Limited Jurisdiction Case Management System	In Progress	JISC	High
2	27	Seattle Municipal Court CMS to EDR Data Exchange	In Progress	JISC	High
3	1345	Integration of OCourt Platform into CLJ-CMS	Authorized	CIO	High
4	265	Kitsap District Court CMS to EDR Data Exchange	In-Progress	Administrator	High
5	256	Spokane Municipal Court CMS to EDR Data Exchange	Authorized	Administrator	High

Authorized
 In Progress
 Completed
 Withdrawn or Closed

Current ITG Priorities by CLUG

Priority	ITG #	Request Name	Status	Approving Authority	Importance
Appellate CLUG					
1	1313	Supreme Court Opinion Routing/Tracking System	In Progress	CIO	High
2	1325	Appellate Court Online Credit Card Payment Portal	In Progress	CIO	High
Non-JIS CLUG (ISD Maintenance Work & Legislative Mandates)					
N/A	275	Odyssey to EDR	Authorized	CIO	Maintenance
N/A	276	Parking Tickets issued in SECTOR - Interim resolution	In Progress	Administrator	Maintenance
N/A	279	JIS Name Field Upgrade	In Progress	Administrator	Maintenance
N/A	286	Statewide Reporting	In Progress	Administrator	Maintenance
N/A	287	OnBase Product Upgrade to v20.3	In Progress	CIO	Maintenance
N/A	1296*	Superior Court Text Messaging and E-mail Notifications	In Progress	CIO	Maintenance
N/A	1309	SQL Server Upgrade 2019 Upgrade	In Progress	CIO	Maintenance
N/A	1318	Business Object Upgrade	In Progress	CIO	Maintenance
N/A	1320	Public Case Search Modernization	Authorized	CIO	Maintenance
N/A	1327	SCOMIS and JRS Retirement	Authorized	CIO	Maintenance
N/A	1328	Risk Assessments Sustainability	Authorized	CIO	Maintenance
N/A	1331	Judicial Contract Tracking System	Authorized	CIO	Maintenance
N/A	1332	JCS Platform Migration	In Progress	CIO	Maintenance
N/A	1333	SharePoint Upgrade	In Progress	CIO	Maintenance
N/A	1335	Office Upgrade	In Progress	CIO	Maintenance
N/A	1340	Enterprise Integration Platform and External API	Authorized	JISC	Maintenance
N/A	1344	Protection Order Document Sharing for Judicial Officer	In Progress	CIO	Maintenance
N/A	1347	Upgrade JCS to .NET 6	Authorized	CIO	Maintenance

Authorized
 In Progress
 Completed
 Withdrawn or Closed

* On Hold

ITG Request Progress

Awaiting Endorsement	Awaiting Analysis	Awaiting Endorsement Confirmation	Awaiting CLUG Recommendation	Awaiting Authorization	Awaiting Scheduling
<p>1339 Therapeutic Court Case Management</p> <p>1351 Enhance DOL Feed to Include Date of Death</p> <p>1353 Build New Supreme Court Web Page</p>	<p>220** Supplemental Race/Ethnicity Request</p> <p>1308** Integrated eFiling for Odyssey DMS Superior Courts</p> <p>1320* Public Case Search Modernization</p> <p>1321** Send JCAT data to the Data Warehouse to Facilitate Reporting</p> <p>1326* Online Interpreter Scheduling</p> <p>1338* Store and provide access to historical RightNow ticket data</p> <p>1348* Blake Certification System</p> <p>1349* Pacific/Algona KC District to EDR</p> <p>1350* IT Modelling System Replacement</p> <p>1352 Upgrade SC-CMS to Enterprise Justice 2023</p>	<p>1324 Appellate Court Electronic Record Retention</p> <p>1337 Retire WSART Web Application (WAJCA)</p>		<p>1297 Self-Represented Litigants (SRL) Access to SC & CLJ Courts</p>	<p>256 Spokane Municipal Court CMS to EDR Data Exchange</p> <p>269 Installation Of Clerks Edition For Franklin County Superior Court Clerks Office</p> <p>270 Allow MH-JDAT/MAISI data to be accessed through BIT from the Data Warehouse</p> <p>275 Odyssey to EDR</p> <p>1320 Public Case Search Modernization</p> <p>1327 SCOMIS and JRS Retirement</p> <p>1328 Risk Assessments Sustainability</p> <p>1331 Judicial Contract Tracking System (JCTS)</p> <p>1340 Enterprise Integration Platform & Ext API</p> <p>1345 Integration of Ocourt into CLJ-CMS</p> <p>1347 Upgrade JCS top .NET6</p>